

~~SECRET~~
SECURITY INFORMATION

MEMORANDUM OF UNDERSTANDING

25X1A8a

Subject: [REDACTED] Procurement

1. Where the necessity of security, time or distance so requires items of supply or equipment not in excess of \$100.00 may be purchased by case officers or other operations personnel in furtherance of projects or project development.

2. Accountings for advances or claims for reimbursement shall carry sufficient information to allow completion of the attached form by the Finance Division.

3. The Finance Division shall process the accounting or claim in normal fashion, but by completion of the attached form shall notify the Chief of the Procurement Office of the purchase.

4. Acceptance of such notification by the Chief of Procurement without action within 30 days shall constitute approval and post-facto authorization.

5. If the Chief of Procurement cannot approve the purchase without further justification, a request for such justification shall be addressed to the individual employee. If the additional justification is not sufficient, the Finance Division shall be notified by the Chief of Procurement to take appropriate collection action.

*Why not do this only after
we find they are misbehaving badly?
Heads of rigidity, formality
etc. when unless grievously offended
against - doesn't really make
a difference nor would be important*

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